

CHRIS Self Service

Searching for Existing Plans

Introduction

The current version of the CHRIS APPAS module has been built using Oracle Self-service technology. The user will access all performance plan functions from the main Plan Information screen. From the Main Plan Information screen the users is provided with multiple options to search for performance plans. Users have the ability to search across the agency for any performance plans that have been built in the CHRIS APPAS module.

Guide Contents

This guide provides the user instructions on how retrieve and view performance plans that current exist in CHRIS.

Searching for an Existing Plan

Step 1

If you are a manager select GSA Manager Self-Service from the menu and then click on Build Performance Plan (APPAS) in the right hand column.

All other users select GSA Build Performance Plan and click on Build Performance Plan (APPAS) in the right hand column.


Navigator

[Edit Navigator](#)

| | |
|---|--|
| <ul style="list-style-type: none">GSA HR Professional Self-ServiceGSA Manager Performance PlanGSA Manager Self-ServiceGSA Personal Self-Service | GSA Manager Self-Service <ul style="list-style-type: none">Manager ViewBuild Performance Plan (APPAS)Appraisals (APPAS)AwardsChange Password and AccessibilityInbox Help <ul style="list-style-type: none">Build Performance Plan User GuideAppraisal (APPAS) User GuideAward (APRS) User Guide |
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Important: The Internet Explorer or Netscape Back  button **SHOULD NOT** be used in this system to navigate between pages. Using the button will cause the system to not function properly.

Step 2

The Plan Information screen appears and provides two options for searching for an employee's existing performance plan by name.

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Plan Information

To BUILD A NEW PERFORMANCE PLAN for an associate, click on 'Build Performance Plan'.
To WORK WITH AN EXISTING PERFORMANCE PLAN, use the SEARCH function explained below to find the plan.

[Build Performance Plan](#)

WORKING WITH EXISTING PLANS:

- To search for a specific Performance Plan, first select the employee's name by using the flashlight OR by entering the employee's last name, first name in the space provided and clicking on the GO button.
- To narrow your results to a specific date range, enter a date range and click GO.
- To view all performance plans for which you are the MAIN APPRAISER, leave all fields blank, check the box next to "Plans where you are the Main Appraiser" and click GO.


OPTIONS AVAILABLE FOR THE RECORDS SELECTED:

- To make changes to an existing plan click on the UPDATE PLAN/CHANGE APPRAISER icon.
- To copy an existing plan, select the COPY icon and follow the instructions.
- To view detailed information about a plan, select the DETAILS icon.
- To view or print the worksheet or form, click on the appropriate icon.
- To write comments and/or issue critical element ratings for the mid-year progress review, click on the CREATE MID-YEAR icon and then go to APPRAISALS (APPAS).
- To evaluate performance at the end of the rating period, click on the CREATE APPRAISALS icon and then go to APPRAISALS (APPAS).
- To delete the selected plan, use the DELETE icon.


Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name


Rating Period End Date between 

(example: 28-Jul-2006)



(example: 28-Jul-2006)

☐ Plans where you are the Main Appraiser

* Effective Date 

(example: 28-Jul-2006)


| Name | Main Appraiser | Appraisal Status | Perf. Plan Type | Rating Period Start Date | Rating Period End Date | Update Plan / Copy Change Appraiser | Details WorkSheet | Perf. Plan Form | Create Mid-Year | Create Appraisal | Delete |
|----------------------|----------------|------------------|-----------------|--------------------------|------------------------|-------------------------------------|-------------------|-----------------|-----------------|------------------|--------|
| No search conducted. | | | | | | | | | | | |

[Build Performance Plan](#)

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You can enter the employee's last name in the Name field and hit the tab key or click on the Flashlight icon  .

Search


Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name 

Rating Period End Date between 
 (example: 25-Jun-2006)


 (example: 25-Jun-2006)

☐ Plans where you are the Main Appraiser

* Effective Date 
 (example: 25-Jun-2006)

This will take you to the Search and Select: Name screen. Identify the correct employee and click on the Quick Select icon. This will populate the Name field on the Plan Information screen.

Search and Select List of Values - Microsoft Internet Explorer provided by General Services Administration

Search and Select: Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By


Results



Previous 1-10 Next 10


| Select | Quick Select | Name | Organization | Position | Grade |
|-----------------------|---|---------|--------------|----------------------------------|-------|
| <input type="radio"/> |  | Wright, | 4FB-1 | Property Disposal Specialist | GS-12 |
| <input type="radio"/> |  | Wright, | CX | Human Resources Specialist | GS-13 |
| <input type="radio"/> |  | Wright, | 3FL-B | Materials Handler | WG-06 |
| <input type="radio"/> |  | Wright, | 4PM-FT | Building Management Specialist | GS-11 |
| <input type="radio"/> |  | Wright, | 3PPDG | Realty Services Manager | GS-13 |
| <input type="radio"/> |  | Wright, | FBPS | Property Marketing Specialist | GS-13 |
| <input type="radio"/> |  | Wright, | 9PFB | Building Manager | GS-14 |
| <input type="radio"/> |  | Wright, | 7FF-04 | Transportation Opns Offcr(Motor) | GS-13 |
| <input type="radio"/> |  | Wright, | 3PA | Management Assistant (OA) | GS-06 |
| <input type="radio"/> |  | Wright, | 10PZ1 | Realty Assistant | GS-08 |

Previous 1-10 Next 10

Local intranet

























































To narrow your results to a specific date range, enter a starting and ending value in the Rating Period End Date fields. Click on the Go button  .

Rating Period End Date between 
 (example: 25-Jun-2006)
 
 (example: 25-Jun-2006)

To limit your search to performance plans where you are the main appraiser, click on the “Plans where you are Main Appraiser” box and click on the Go button  .

☒ Plans where you are the Main Appraiser

Based upon the criteria that you have entered the Plan Information screen will populate with Performance Plans.


| Name | Main Appraiser | Appraisal Status | Perf. Plan Type | Rating Period Start Date | Rating Period End Date ▾ | Update Plan / Change Appraiser | Details | WorkSheet | Perf. Plan Form | Create Mid-Year | Create Appraisal | Delete |
|------------|----------------|------------------|-----------------|--------------------------|--------------------------|---|---|---|---|---|---|---|
| Stuppard, | June V | Planned | Annual | 01-Oct-2006 | 30-Sep-2007 |   |  |  |  |  |  |  |
| Gelber, M | June V | Pending Approval | Annual | 01-Oct-2005 | 30-Sep-2006 |   |  |  |  |  |  |  |
| Paige, Br | June V | Plan in Progress | Annual | 01-Oct-2005 | 30-Sep-2006 |   |  |  |  |  |  |  |
| Paige, Mr | June V | Plan in Progress | Annual | 01-Oct-2005 | 30-Sep-2006 |   |  |  |  |  |  |  |
| Payne, Si | June V | Pending Approval | Annual | 01-Oct-2005 | 30-Sep-2006 |   |  |  |  |  |  |  |
| Stephens | June V | Plan in Progress | Annual | 01-Oct-2005 | 30-Sep-2006 |   |  |  |  |  |  |  |
| Wells, C \ | June V | Plan in Progress | Annual | 01-Oct-2005 | 30-Sep-2006 |   |  |  |  |  |  |  |

Step 3

For each performance plan there are multiple function buttons on the right hand side of each row...

| Name | Main Appraiser | Appraisal Status | Perf. Plan Type | Rating Period Start Date | Rating Period End Date | Update Plan / Copy Change Appraiser | Details | WorkSheet | Perf. Plan Form | Create Mid-Year | Create Appraisal | Delete |
|----------------------|----------------|------------------|-----------------|--------------------------|------------------------|-------------------------------------|---------|-----------|-----------------|-----------------|------------------|--------|
| No search conducted. | | | | | | | | | | | | |



Click on the Copy Icon  to copy the selected plan to another employee. This is described further in another chapter.



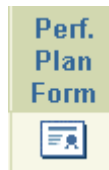
Click on the Update Plan/ Change Appraiser icon to change plan details. This is described further in another chapter.



Click on the Details Icon to view specific performance plan details.



Click on the Worksheet icon to view a PDF version of the GSA Worksheet populated with the selected performance plan's details. This is further explained in another chapter.



Click on the Performance Plan Form icon to view a PDF version of the GSA Performance plan form populated with selected performance plan's details. This is further explained in another chapter.



Click on Create Mid-Year icon to begin a mid-year appraisal in the Appraisals (APPAS) module. This is further explained in another chapter.



Click on Create Appraisal icon to begin an appraisal in the Appraisals (APPAS) module. This is further explained in another chapter.



Click on the Delete icon to permanently delete a performance plan.

CAUTION: once a performance plan has been deleted you can no longer retrieve the plan data.